

July 1990




**College of
The Albemarle**



1989-1991

**CATALOG
ADDENDUM**





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College of The Albemarle

Addendum

for

1989 – 1991 Catalog

FOREWORD

Pages cited in this publication are references to College of The Albemarle's 1989-1991 Catalog, Vol. 19, June 1989.

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GENERAL INFORMATION

LOCATION AND FACILITIES - pages 13 and 14

The last two paragraphs of this section on page 14 have been revised as follows:

The college's Dare County Campus, located on Russell Twiford Road at the intersection of highway U.S. 64 and state road 345 in Manteo, is provided by Dare County. The recently expanded campus provides classrooms, offices, a library, and a student lounge at a location more convenient to beach residents.

Additional college facilities are at the following locations: In Elizabeth City, the Extension Center is located on Riverside Avenue and the Adult Basic Literacy Education (ABLE) program is located in Edgewood Shopping Center on Parkview Drive; and in Edenton, the Edenton-Chowan Adult Education Center is located in Northside Shopping Center.

COLLEGE PROGRAMS - page 15

The following curriculum has been added under technical programs:

T-192 Computer Office Automation Technology

MISSION OF THE COLLEGE - page 14

The mission of the college has been revised as follows:

College of The Albemarle is a public two-year community college with an open door admissions policy. Its mission is to provide adults in the seven-county Albemarle region with quality and convenient life-long learning opportunities consistent with identified student and community needs. Educational and training programs are designed to enhance the personal, social, and economic potential of the individual and to enrich the quality of community life.

Through sound management practices and systematic planning, the college fulfills this mission by providing the following:

1. Vocational programs and courses for students desiring to prepare for skilled trades or to upgrade their job skills;
2. Technical programs and courses that meet the career needs of individuals;
3. Transferable programs and courses for students desiring to attend a senior college or university;
4. Developmental courses or programs which assist students in overcoming deficiencies and acquiring skills fundamental to further academic and career achievement;
5. Adult education programs and courses based on community needs and interests with emphasis on the following:
 - a. Adult basic education for grades one through eight,
 - b. High school equivalency diploma,
 - c. Personal growth and life enrichment,
 - d. Cultural and community services, and
 - e. Training for individuals with special needs;
6. Special occupational training and upgrading programs and services for businesses, industries, and agencies;
7. Cooperative agreements with other educational institutions, government agencies, and employers in the Albemarle region; and
8. Counseling, financial assistance, career guidance, job placement services, student activities, and other programs essential to developing the potential of individual students.

FEES AND EXPENSES

Tuition rates on page 21 have changed as follows:

Tuition for In-state Residents

\$7.50 per quarter hour or \$90.00 maximum per quarter

Tuition for Out-of-state Residents

\$70.00 per quarter hour or \$840.00 maximum per quarter

REFUNDS AND TUITION CREDITS - page 22

The second paragraph has been revised as follows:

All fees, including student activity fees, are non-refundable unless the student withdraws before the first day of class. Fees are non-refundable after classes begin and are forfeited upon withdrawal from the college. Fees are refunded whenever a class is cancelled by the college and the student registered for only one class.

ACADEMIC REGULATIONS

VOCATIONAL DIPLOMA REQUIREMENTS - page 42

The following sentence has been added:

The last 35 quarter hours of the program must be completed on campus.

ACADEMIC HONORS - pages 43 and 44

III. President's Service Cup - The word "Cup" has been made plural and the first paragraph has been revised as follows:

The President's Service Cups are awarded by the President of College of The Albemarle at the spring or summer graduation to a graduating candidate from the main campus and to a graduating candidate from COA's Dare County Campus. The President's Cup is presented to the two graduating candidates who have made significant contributions of service to the college's main campus and to the COA Dare County Campus. Student nominations are made on each campus by a committee composed of the department chairpersons, club advisors, and Student Development staff. The students are selected by a vote of full-time faculty and administrative staff on each campus.

PROGRAMS OF STUDY

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030) - pages 51 and 52

First Year, Second Quarter

An asterisk has been added beside BUS 111 and the words "and/or Elementary Shorthand" have been added right after the words "Elementary Keyboarding/Typewriting" in the asterisk footnote.

First Year, Summer Quarter

Add: EDP 135 Software Applications with a single dagger beside it
Delete: EDP 136 Microcomputer Operations
Add: The following footnote has been added:

+EDP 136 may be substituted.

Second Year, Second Quarter

The course title for EDP 204 should read Electronic Word Processing I

BUSINESS ADMINISTRATION TECHNOLOGY (T-018) - pages 55 and 56

First Year, Summer Quarter

The word "Electronic" and "I" should be added to EDP 204 so that the title of the course reads Electronic Word Processing I.

Delete: "or Humanities" from within parentheses by Elective

Second Year, Third Quarter

Add: BUS 205 Principles of Accounting III 3 3 4

Delete: BUS 235 Business Management 3 3 4

Delete: "Soc. Sci. or" from within parentheses by Elective

BUSINESS COMPUTER PROGRAMMING (T-022) - pages 56 and 57

First Year, Third Quarter

Delete: "or Humanities" from within parentheses by Elective

First Year, Summer Quarter

Only the first letter of the course title for EDP 212 and 213 should be capitalized: Pascal I and Pascal II

Second Year, Second Quarter

Delete: "Soc. Sci. or" from within parentheses by Elective

COMPUTER ENGINEERING TECHNOLOGY (T-040) - pages 57 and 58

Second Year, First Quarter

Delete: "or Humanities" from within parentheses by Elective

Second Year, Second Quarter

Delete: "Soc. Sci. or" from within parentheses by Elective

Second Year, Third Quarter

The course title for ELN 116 should read "Peripheral Troubleshooting" vice "Peripheral Equipment Servicing."

COMPUTER OFFICE AUTOMATION TECHNOLOGY - page 58

Add this new curriculum before ELECTRONICS ENGINEERING TECHNOLOGY on page 58. The curriculum is as follows:

COMPUTER OFFICE AUTOMATION TECHNOLOGY (T-192) Associate in Applied Science Degree

The purpose of Computer Office Automation Technology is to prepare students for employment with business, industry, and government organizations which use or are preparing to use computers to process information. Students learn to use an array of software (such as spreadsheet, data base, communication and word processing packages) to solve common accounting, finance, forecasting, marketing, sales, scheduling, and statistical problems. Students also learn the fundamentals of interfacing microcomputers and telephone modems. This program emphasizes the development of office automation applications and systems which address managerial information processing needs.

			Cr.
First Year			Hrs.
First Quarter			
*BUS 101	Elementary Keyboarding/Typewriting	3	2
BUS 107	Introduction to Office Automation	3	2
BUS 203	Principles of Accounting I	3	3
EDP 101	Introduction to Computers	3	2
ENG 101	English Composition I	3	0
			<u>3</u>
			19
Second Quarter			
BUS 204	Principles of Accounting II	3	3
EDP 136	Microcomputer Operations	3	3
EDP 204	Electronic Word Processing I	3	0
ENG 102	English Composition II	3	0
SPH 201	Public Speaking	3	0
			<u>3</u>
			17
Third Quarter			
BUS 272	Principles of Supervision	3	0
EDP 137	Microcomputer Spreadsheets	3	3
EDP 205	Computerized Accounting	3	0
EDP 206	Electronic Word Processing II	2	3
**Elective (Soc. Sci.)		3	0
			<u>3</u>
			16
Summer Quarter			
ECO 201	Principles of Economics I (MQ I)	3	0
EDP 109	BASIC I	3	3
EDP 110	BASIC II	3	3
**Elective (Humanities)		3	0
			<u>3</u>
			14

Second Year

First Quarter

BUS 109	Interpersonal Relations	3	1	3
EDP 138	Microcomputer DBMS I	3	3	4
EDP 211	Telecommunications	3	3	4
***MAT 104	Technical Math I	5	0	5
PSY 201	General Psychology I	3	0	3
				<u>19</u>

Second Quarter

BUS 206	Desktop Publishing	2	3	3
EDP 139	Microcomputer DBMS II	3	3	4
EDP 214	Micro Systems Analysis and Design	3	3	4
***MAT 105	Technical Math II	4	0	4
				<u>15</u>

Third Quarter

BUS 218	Informations Systems - Issues & Trends	3	0	3
EDP 201	Microcomputer Installation and Maintenance	3	2	4
EDP 220	Computer Programming Project	3	3	4
MAT 211	Elementary Statistics	5	0	5
				<u>16</u>

Total Credit Hours Required for Graduation 113 or 116
(Depends on Math Sequence)

*Elective hours may be substituted for Elementary Keyboarding/Typewriting if performance on proficiency tests in this skill indicates that the student may be exempt.

**Six hours of Cooperative Education may be substituted for ECO 201 and BUS 109.

***MAT 121 and 122 may be substituted for MAT 104 and 105.

GENERAL OFFICE TECHNOLOGY (T-033) - pages 59 and 60

First Year, Second Quarter

The word "Electronic" and "I" should be added to EDP 204 so that the title of the course reads Electronic Word Processing I.

First Year, Third Quarter

Delete: EDP 136 Microcomputer Operations

Add: ***EDP 135 Software Applications 3 3 4

(The following footnote should be added:

EDP 136 may be substituted.)

Second Year, Second Quarter

Delete: "or Humanities" from within parentheses by Elective

Second Year, Third Quarter

Delete: "Soc. Sci. or" from within parentheses by Elective

HOTEL AND RESTAURANT MANAGEMENT (T-025) - pages 60 and 61

The curriculum description has been revised as follows:

The Hotel and Restaurant Management curriculum prepares students to work as supervisory and management personnel in hotels, restaurants, and clubs. Areas of study include front office management, accounting, sales promotion, food and beverage control, personnel management, and food preparation and service. An internship program in the field may be offered the student to acquire industry experience under the direction of a qualified manager and college supervisor.

The graduate has an opportunity for employment with hotel, clubs, airlines, restaurants, colleges, schools, convalescent homes, government services, and hospitals.

NOTE: The Hotel and Restaurant Management (HRM) courses listed in the curriculum outline below are offered only at College of The Albemarle's Dare County Campus.

First Year, Second Quarter

Change: BUS 210 Electronic Calculators vice Office Machines

MECHANICAL DRAFTING

AND DESIGN TECHNOLOGY (T-043) - pages 61 and 62

The curriculum description has been revised as follows:

The Mechanical Drafting and Design Technology curriculum prepares technicians for drafting and/or designing mechanical parts, mechanisms, and mechanical systems.

Emphasis is on developing the student's ability to think and plan as well as developing the student's drafting and design skills. Computer Aided Drafting (CAD) and conventional equipment are used to produce drawings such as sectional views, subassemblies, and major components of machinery and mechanical systems.

Coursework includes the study of technical drafting and design, materials, applied mechanics, mechanical systems, manufacturing methods, manufacturing processes, applied physics, technical mathematics, descriptive geometry, computer applications, and written and oral communications.

Mechanical drafting and design technicians are employed in many types of manufacturing, fabrication, research and development, and service industries.

First Year, Second Quarter

Change: DES 102 Tools, Materials, and Processes II vice I

First Year, Summer Quarter

Delete: "or Humanities" from within parentheses by Elective

Second Year, Second Quarter

Delete: "Soc. Sci. or" from within parentheses by Elective

MEDICAL OFFICE TECHNOLOGY (T-032) - pages 62 and 63

First Year, Summer Quarter

Add: EDP 135 Software Applications with a single dagger beside it

Delete: EDP 136 Microcomputer Operations

Add: The following footnote has been added:

+EDP 136 may be substituted.

First Year, Second Quarter

The word "Electronic" and "I" should be added to EDP 204 so that the title of the course reads Electronic Word Processing I.

The asterisk footnote should be changed as follows:

The words "and/or Elementary Shorthand" have been added right after the words "Elementary Keyboarding/Type-writing."

The dagger footnote should be changed to two daggers.

ADVANCED MACHINIST (V-134) - page 65

First Quarter

Change: DES 101 - "Processes" vice "Processing"

Second Quarter

Change: DES 102 - "Processes" vice "Processing"

Third Quarter

Delete: HUM 123, 124, or 125

Fourth Quarter

Delete: SPH 201

Add: HUM 123 Intro. to Humanities I (MQ 1) 3 0 0 3

Add: HUM 124 Intro. to Humanities II (MQ 2) 3 0 0 3

AIR CONDITIONING, HEATING, AND

REFRIGERATION (T-024) - pages 65 and 66

Third Quarter

Delete: PSY 1060

Add: HUM 1100 Technology in a Changing World 2 0 0 2

AUTOMOTIVE MECHANICS (V-003) - pages 66 and 67

Third Quarter

Delete: PSY 1060

Add: HUM 1100 Technology in a Changing World 2 0 0 2

Delete: WLD 1401

Add: AUT 1112 Auto Electronic Systems 3 2 0 4

COSMETOLOGY (V-009) - page 67

First Quarter

Change: COS 1001 Introduction to Cosmetology vice
Scientific Study I.

Second Quarter

Change: COS 1002 Scientific Study I vice II

Change: MAT 1050 hours are 4 0 0 4 vice 6 0 0 6

Third Quarter

Change: COS 1003 Scientific Study II vice III

Fourth Quarter

Change: COS 1004 Scientific Study III vice IV

Add: BUS 1103 Small Business Operations 2 0 0 2

Fifth Quarter

Change: COS 1005 Scientific Study IV vice V

ELECTRICAL INSTALLATION AND
MAINTENANCE (V-018) - pages 67 and 68

Third Quarter

Delete: PSY 1060
Add: HUM 1100 Technology in a Changing World 2 0 0 2

ELECTRONIC SERVICING (V-042) - pages 68 and 69

Third Quarter

Delete: PSY 1060
Add: HUM 1100 Technology in a Changing World 2 0 0 2

INDUSTRIAL MAINTENANCE (V-028) page 69

Third Quarter

Delete: PSY 1060
Add: HUM 1100 Technology in a Changing World 2 0 0 2

LIGHT CONSTRUCTION (V-029) - pages 69 and 70

Third Quarter

Delete: PSY 1060
Add: HUM 1100 Technology in a Changing World 2 0 0 2

MACHINIST (V-032) - page 70

Third Quarter

Delete: PSY 1060
Add: HUM 1100 Technology in a Changing World 2 0 0 2

PRACTICAL NURSING (V-038) - page 71

The curriculum outline by quarters has been completely revised as follows:

			Hours	Per	Week	Cr.
					Clin.	Hrs.
			Class	Lab	Pract.	Equiv.
First Quarter						
BIO 1510	The Human Body: Structure					
	and Function		6	0	0	6
NUR 1001	Basic Concepts in Practical					
	Nursing		7	4	3	10
PSY 201	General Psychology I		3	0	0	3
						<u>19</u>

Second Quarter

ENG 101	English Composition I	3	0	0	3
NUR 1002	Common Adaptations	7	2	15	13
PHM 101	Pharmacology I	3	0	0	3
					<u>19</u>

Third Quarter

NUR 1003	Nursing Across the Life Span I	8	2	18	15
PHM 102	Pharmacology II	3	0	0	3
					<u>18</u>

Fourth Quarter

NUR 1004	Nursing Across the Life Span II	7	2	18	14
NUR 1005	Contemporary Issues in Practical Nursing	2	2	0	3
HEA 223	First Aid and Safety	3	0	0	3
					<u>20</u>

Total Credit Hours					76
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COURSE DESCRIPTIONS

AUTOMOTIVE MECHANICS

The following is a new Automotive Mechanics course:

AUT 1112 Auto Electronics Systems: This course provides the student with an indepth knowledge of the electronics associated with the modern automobile. Instruction is given in timing methods, electronic pick-ups, and sensors as they relate to internal combustion engines. Actuators, sensors, and computer controls for these systems are also covered. Electronic controls as they relate to transmissions, fuel systems, and brake systems are also studied. (S) 4(3-2-0)

BIOLOGY

The title of BIO 1510 has been changed and the course description revised as follows:

BIO 1510 The Human Body: Structure and Function: This course presents the study of the general plan of the human body and its ten systems. Topics include how the body controls its functions, stands erect, and moves; how digestion of food takes place; how the body removes waste products; and how the body provides for reproduction and survival. (F) 6(6-0-0)

BUSINESS

New course descriptions have been added as follows:

BUS 107 Introduction to Office Automation: This course provides an introduction to the technology and operation of today's automated office environment. The course employs a "systems approach" to help students understand how automation concepts and tools relate to decision support system. (F) 4(3-2)

BUS 206 Desktop Publishing: This course is designed to teach students the fundamentals of desktop publishing using a desktop publishing program to produce proposals, newsletters, brochures, and other business-related documents. Students also learn practical skills in publication planning and design. Prerequisite: EDP 204. (W) 3(2-3)

BUS 218 Information Systems - Issues and Trends: This is a culminating seminar course focusing on the latest ideas in the field of office systems. Recent trends in four major areas, namely, the workforce, the office environment, technology, and management strategies. Each topic is relevant to current issues and trends. The content of this course changes with issues and trends occurring in the automated office. (S) 3(3-0)

COSMETOLOGY

COS 1001 Introduction to Cosmetology: This course for beginners in cosmetology includes a study of professional ethics, grooming, personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin. Disorders pertaining to the hair, scalp, and skin are also studied. Minimum clock hours--50. Corequisite: COS 1011. (F,W,S,SS) 5(5-0-0)

COS 1002 Scientific Study I: This course is a classroom study of skin, scalp, hair, nails, and their disorders; salesmanship; permanent waving; marcelling; relaxing; hairdressing; wigs; and hair coloring. Minimum clock hours--50. Prerequisite: COS 1001. (F,W,S,SS) 5(5-0-0)

COS 1003 Scientific Study II: This course is a classroom study of anatomy, manicuring, chemistry, cosmetics/facials, hairstyling, theory of massage, scalp treatments, superfluous hair removal, grooming, and hygiene. Minimum clock hours--50. Prerequisite: COS 1002. (F,W,S,SS) 5(5-0-0)

COS 1004 Scientific Study III: This course is a classroom study of chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, beauty salon salesmanship and management, electricity, cold waving, and hair shaping. Minimum clock hours--50. Prerequisite: COS 1003. (F,W,S,SS) 5(5-0-0)

COS 1005 Scientific Study IV: This course is a study of hair chemistry, product chemistry, bone structure of head and face, reading style blueprints, salesmanship and management, personality development, and images. Minimum clock hours--50. Prerequisite: COS 1004. (F, W, S, SS) 5(5-0-0)

COS 1011 Mannequin Practice: This course is a study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care, and styling. Minimum clock hours--250. Corequisite: COS 1001. (F,W,S,SS) 8(0-0-24)

COS 1022 Clinical Application I: This course is a study of live model performance and is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Minimum clock hours--250. Prerequisite: COS 1011. (F,W,S,SS) 8(0-0-24)

COS 1033 Clinical Application II: This course provides continued laboratory practice and application of techniques of hair shaping, professional ethics, manicuring, chemistry, cosmetics, facials, hair styling, hair coloring (rinses, etc.), and scalp treatments. Minimum clock hours--250. Prerequisite: COS 1022. (F,W,S,SS) 8(0-0-24)

COS 1044 Clinical Application III: This course is a continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Minimum clock hours--250. Prerequisite: COS 1033. (F,W,S,SS) 8(0-0-24)

COS 1055 Clinical Practice IV: Cosmetology services are performed in a simulated salon experience as this 300-hour period replaces apprenticeship in a salon. This course consists of appointment booking to utilize time, practice in new trends and "quick service" styles, custom permanent waving, adapting hairstyles to features and lifestyles, and blending haircolor and make-up to skin tones. Minimum clock hours--250. Prerequisite: COS 1044. (F, W, S, SS) 8(0-0-24)

DESIGN

Change: DES 102 - The word "Procedures" in the course title should be "Processes."

DRAFTING

DFT 105 and 106 have been deleted.

ELECTRONIC DATA PROCESSING

The following EDP courses have been added:

EDP 139 Microcomputer DBMS II: This course presents advanced concepts in data base management and is a continuation of Microcomputer DBMS I. Course material is presented through a mixture of relational data base theory and practice. Students will learn how to design, develop, and write customized programs which interface with the database software as well as techniques for transferring data to and from word processing and spreadsheet files. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 138. (W) 4(3-3)

EDP 201 Microcomputer Installation and Maintenance: This course is a study of the basic maintenance and installation methods and procedures for microcomputer-based computer systems. Preventive maintenance, diagnostic testing, equipment upgrades, and software configurations are covered. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 136. (S) 4(3-2)

EDP 206 Electronic Word Processing II: This course presents advanced concepts in word processing and is a continuation of Electronic Word Processing I. The student learns important principles for organizing documents on a fixed or floppy disk system. The course focuses on such topics as merging documents, creating and using macros, working with math functions, utilizing line draw and other features, and exploring the graphics capability of the word processor package. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 204. The course also may be used as a substitute for BUS 103. (S) 3(2-3)

EDP 211 Telecommunications: This course provides an introduction to telecommunications in office systems. Emphasis is on the application of telecommunications to facilitate information interchange in whatever form the information takes: voice, data, text, or image. The student learns the fundamentals of interfacing microcomputers with other hardware devices. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 136. (F) 4(3-3)

EDP 214 Micro Systems Analysis and Design: This course teaches students the techniques and tools utilized in the development of office systems from a "system" approach. May count as an elective course toward A.A., A.S., and A.F.A. degrees. Prerequisite: EDP 136. (W) 4(3-3)

The following EDP courses have been changed:

Add "I" to EDP 138 course title

Add "I" to EDP 204 course title

Change the quarter EDP 205 is offered from (Var.) to (S)

ELECTRICAL INSTALLATION AND MAINTENANCE

Change ELC 1532 course title to Commercial Installation.

HUMANITIES

The following course has been added:

HUM 1100 Technology in a Changing World: This course investigates the process of technological change and how it affects human needs and concerns. Through the use of film and lecture-discussion, a number of major inventions are studied and their impact on individuals and society are examined. (S) 2(2-0-0)

MATHEMATICS

Delete: MAT 90 - The word "Lab" has been deleted from the course title.

Add: MAT 121 - The Roman numeral "I" should be added.

OCCUPATIONAL MATHEMATICS

Change: MAT 1050 - The hours have been changed to 4(4-0-0) vice 6(6-0-0).

MACHINIST

The course description for MEC 1230 has been revised as follows:

MEC 1230 Machine Shop Theory and Practice IV: This course provides students an opportunity to do advance operations on all equipment in the lab. Emphasis is on programming, setting up, and operating computer numerically controlled equipment. Students must practice observing safety procedures faithfully and establishing good work attitudes acceptable to industry while carrying out special procedures and operations and using processes and equipment. Prerequisites: MEC 1200, 1210, 1220, or equivalent machine shop and practice. Minimum clock hours--180. (SS) 8(3-0-15)

NURSING

Change: D-NUR 100 - The hours should be 2(2-0-0).

The following nursing courses have been added:

NUR 1001 Basic Concepts in Practical Nursing: This introductory course provides students with a beginning knowledge for the practice of practical nursing using the Roy Adaptation Model. The concepts of person, environment, health, nursing, and nursing process are discussed with emphasis on the scope of practical nursing. Also, the concepts of oxygenation, elimination, protection, and activity and rest are discussed with emphasis on the scope of practical nursing practice. Communication is emphasized in written, verbal, and technical forms. In classroom, laboratory, and clinical settings, students practice skills of observation, measurement, and interview. Prerequisite: Admission to PN program. Corequisites: BIO 1510 and PSY 201. (F) 10(7-4-3)

NUR 1002 Common Adaptations: This course focuses on the physiological mode of the individual and the appropriate nursing activities for common adaptation problems. The concept of oxygenation, nutrition, elimination, activity and rest, and protection are emphasized during nursing assessment and activities. The process of physiological adaptation is covered. Clinical learning experiences are provided in the laboratory and hospital. Prerequisite: Successful completion of all fall quarter courses required in the nursing curriculum. Corequisite: PHM 101 and ENG 101. (W) 13(7-2-15)

NUR 1003 Nursing Across the Lifespan I: This course focuses on the adaptation of individuals with their families from conception through adulthood. Emphasis is on the physiological mode with the introduction of the psychosocial modes. Common coping mechanisms are discussed. Appropriate nursing activities related to selected nursing diagnosis and collaborative problems are covered. Clinical learning experiences, including maternity and pediatric experiences, are provided in the laboratory and hospitals. Prerequisites: Successful completion of all courses in fall and winter quarters. Corequisite: PHM 102. (S) 15(8-2-18)

NUR 1004 Nursing Across the Lifespan II: This course focuses on the adaptation of individuals with their families from adulthood through death. Emphasis is on the physiological mode incorporating the psychosocial modes. Common coping mechanisms are discussed. Appropriate nursing activities related to selected nursing diagnosis and collaborative problems are covered. Clinical learning experiences are provided in the laboratory, hospital, and long-term facilities. Prerequisites: Successful completion of all courses in fall, winter, and spring quarters. Corequisite: NUR 1005. (SS) 14(7-2-18)

NUR 1005 Contemporary Issues in Practical Nursing: This course focuses on students' psychosocial mode and their coping mechanisms as they relate to the practice of nursing. Topics covered include ethical issues, licensure, continuing education, and stress management. Prerequisites: Successful completion of all courses in fall, winter, and quarters. Corequisite: NUR 1004.(SS) 3(2-2-0)

PHYSICAL EDUCATION

Change: PED 116 - The course title has been changed to "Lifeguard Training."

The following course has been added:

PED 119 Basic/Emergency Water Safety: Techniques for assisting victims of water emergencies are taught in this course; however, this course will not qualify an individual to be a lifeguard.
(SS) 1(0-3)

PHARMACOLOGY

Delete: PHM 1513 and 1531

PRACTICAL NURSE EDUCATION

Delete: All PNE courses

PSYCHOLOGY

Delete: PSY 1060

READING

Change: D-RED 100 - The hours should be 3(3-0)

PLEASE READ COLLEGE OF THE ALBEMARLE'S NEW NO SMOKING POLICY ON PAGE 18. THIS POLICY BECOMES EFFECTIVE SEPTEMBER 1, 1990.

SMOKING POLICY FOR COLLEGE OF THE ALBEMARLE

Need for the Policy

The Student Senate, a special college committee, and individual students and employees have in recent months asked that smoking be curtailed or prohibited on the college campus. Recognizing that such a change will involve an infringement on the rights or privileges of many who use and work on the campus, the administration has carefully approached this subject. After careful review and consideration, a policy has been developed which recognizes the right of non-smokers to work and study in a smoke-free environment. Many non-smokers are allergic to or in other ways sensitive to tobacco smoke, and this must be dealt with aggressively in providing an environment conducive to the learning process and to a wholesome workplace.

Policy Statement

Smoking tobacco products or related products is prohibited inside all buildings on the Elizabeth City campus, including the Extension Center on Riverside Avenue. Smoking is also prohibited inside buildings on the Dare County Campus, the Edenton-Chowan Adult Education Center, the ABLE Center in Elizabeth City, and the instructional areas in buildings used by the college throughout the service area.

Smoking areas will be designated outside the buildings, with receptacles being provided for the disposal of cigarette butts and other tobacco products.

Smoking is also prohibited inside all college vehicles.

Implementation

This policy becomes effective September 1, 1990. An informational program will be developed to publicize this policy to college employees, students, and the community prior to its implementation.

The college will work with consultants to develop a smoking cessation program for employees and students. This service will be provided at no cost to participants.

Enforcement

Violations will be handled through regular counseling and disciplinary procedures which apply to students and to employees.



